

OPERATIONS BULLETIN # 9

Subject: Temporary Use (Loan) and/or Reassignment of Fire Apparatus

In reviewing past policy of the California Emergency Management Agency (Cal EMA), Fire and Rescue Division, as it pertains to the temporary use and reassignment of state-owned fire apparatus, including subsequent changes in the Agreement for Temporary Transfer of Vehicular Equipment, it has become necessary to update and revise our policy on the above subject.

THE FOLLOWING SUPERSEDES OPERATIONS BULLETIN NO. 9, REVISED 5/79

In keeping with the intent and purpose of a Cal EMA fire apparatus, such apparatus may be used for day-to-day mutual aid emergency response, both within the assignee's area of operation and for Operational Area, Regional, and statewide mutual aid calls. This apparatus may also be reassigned as a temporary reassignment (loan) and backup to other fire departments should the need arise. The following contributes the policies of this office pertaining to such temporary use (loan) and reassignment.

I. AUTHORIZATION – TEMPORARY USE, MUTUAL AID, TRAINING PROGRAMS

- A. Assignee – the assignee of a Cal EMA apparatus may, in accordance with the terms of agreement, use a Cal EMA apparatus for cover-up, standby, training, etc. However, in all cases where assignee places a Cal EMA apparatus in first-line service, the appropriate Operational Area Coordinator shall be notified. The Operational Area Coordinator should also be notified when the fire apparatus is placed in service and out of service. Units shall always be available for mutual aid response statewide.
- B. Mutual Aid Response
 1. Local – Assignee may respond with the Cal EMA apparatus to mutual aid calls on a local basis (e.g., neighboring departments) without having been dispatched by the Operational Area Dispatch Center providing this procedure is approved in the local fire plan. However, in such cases, the Operational Area Dispatch Center must be notified when a vehicle is dispatched and returned.
 2. Mutual Aid Dispatch by Operational Area Dispatch – The Operational Area Dispatch Center may, at its own discretion, dispatch any and/or all Cal EMA apparatus within its respective area for mutual aid emergencies. However, in such cases, Area shall keep the Regional Fire Dispatch Center advised of such movement, including status of nature of conditions.

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- C. Training – Use of Cal EMA apparatus for training by assignees is authorized and desirable. However, an apparatus should not be used exclusively by any department, for that purpose.

In the event a Cal EMA apparatus is requested for training programs outside the assignee's jurisdiction, the following guidelines shall apply:

1. A Cal EMA apparatus may be utilized if the assignee is willing and able to provide a qualified operator. Such participation shall be at the option of the assignee. The Operational Area Fire Coordinator shall be advised of such activity.
2. If the assignee does not provide an operator, the Cal EMA unit will not be released without the approval of the Chief of the Cal EMA Fire and Rescue Division.

For the protection of the Operational Area Fire Coordinator and apparatus assignees, Section II. A. of this Bulletin shall not apply to training exercises. However, the temporary reassignment procedure (IIA or B) may be utilized for training purposed, but the reassignment will require prior approval of the Cal EMA Fire and Rescue Division.

II. AUTHORIZATION – TEMPORARY REASSIGNMENT OF OES APPARATUS

- A. The Operational Area Coordinator may authorize and arrange for the temporary reassignment of a Cal EMA apparatus from one jurisdiction to another for a period not to exceed seven days. In such cases, the Area Coordinator shall:
1. Ensure that the recipient provides a letter to the regular assignee with copies to Sacramento headquarters stating that he assumes full responsibility for said apparatus and inventory. The recipient shall also provide insurance in accordance with the terms of the Agreement for Temporary Transfer of Vehicular Equipment to cover such apparatus during the period of assignment. Such certificate of insurance shall be forwarded to the Chief, Cal EMA Fire and Rescue Division, Sacramento.
 2. Keep the Regional Coordinator advised of such transfers.
 3. Temporary assignee shall be responsible for the response to statewide mutual aid requests under the same conditions as the regular assignee.
- B. Temporary Reassignment Exceeding Seven Days

All requests for temporary reassignment of a Cal EMA apparatus exceeding seven days must be submitted through channels to, and approved by, the Chief, Cal EMA Fire and Rescue Division. In such cases where authorization is given, Cal EMA will initiate a

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formal agreement for temporary transfer of vehicular equipment. **NOTE:** THE TEMPORARY REASSIGNMENT OF REGULAR ASSIGNED APPARATUS WILL BE LIMITED TO A MAXIMUM OF THIRTY (30) DAYS WITHIN ANY 12-MONTH PERIOD FOR EACH DEPARTMENT. ALSO, SUCH CAL EMA APPARATUS WILL BE AVAILABLE FOR RESPONSE TO STATEWIDE MUTUAL AID REQUESTS UNDER THE SAME CONDITIONS AS A REGULAR ASSIGNEE.

C. Temporary Reassignment of Regular Assignment Apparatus Outside Operational Area

Requests for all such reassignments must be submitted through channels and approved by the Chief, Cal EMA Fire and Rescue Division, at which time all personnel and agencies concerned will be consulted and advised prior to a decision being made and action taken.